



**MINUTES  
GLYNN COUNTY AIRPORT COMMISSION  
MAY 21, 2019**

**COMMISSIONERS PRESENT**

**CEDRIC KING, Acting Chairman  
KEVIN RUNNER, Secretary-Treasurer  
FRANK DELOACH  
DAVID FURNISH  
AL MCKINNON**

**STAFF PRESENT**

**ROBERT BURR  
HILLARY STRINGFELLOW  
REES SUMERFORD  
VERNON BESSING  
JOHN DUNCAN  
KATHERINE KISSLING  
TIFFANY LANDRY  
LEIGH NEWTON  
CHARLES NORMAN  
SHAWNA WILLIAMS  
TERRA WINSLETT**

**OTHERS PRESENT**

**SHERRI PRUITT  
JEFF GRIFFITH  
BRIAN THOMPSON  
COUNTY COMMISSIONER  
WAYNE NEAL**

**RENN GRUBER  
ART WACZKOWSKI  
ED STRICKLAND  
MONICA SMITH**

**LESLIE FAULKENBERRY  
JANE BOZZA  
JERRY LATVALA  
JIM WALDRON**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, May 21, 2019 at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Brunswick, Georgia 31525.**

**Call to Order** – The meeting was called to order at 9:00 a.m. by Acting Chairman King. Commissioner King assumed the duties of Chairman in the absence of Chairman Hutson. He welcomed everyone to the meeting.

**Invocation/Pledge of Allegiance** – Commissioner McKinnon offered the invocation and led the Pledge of Allegiance.

#### **Accept Agenda**

The meeting agenda was presented. It was sent out to the Airport Commissioners for review last week. The Chairman requested any changes. None were stated.

**Commissioner DeLoach made a motion to accept the agenda.  
Commissioner Furnish seconded the motion and it carried: 4-0.**

#### **Public Comment**

Chairman King invited public comments from the audience. None were requested.

#### **Approval of Minutes**

#### **Glynn County Airport Commission Meeting Minutes April 16, 2019**

Chairman King presented the April 16, 2019 minutes and asked for any corrections or changes. None were stated.

**Commissioner Furnish made a motion to accept the April 16, 2019 Glynn County Airport Commission meeting minutes.  
Commissioner DeLoach seconded the motion and it carried: 4-0.**

#### **Staff Reports**

##### **Vernon Bessing, Operations and Facilities Manager**

Coastal Georgia Honor Flight took place on May 4<sup>th</sup> at the Brunswick Golden Isles Airport (BQK). The community turned out in large numbers to support the event. The Brunswick High School band performed for the crowd. It was a great event. On May 10<sup>th</sup> BQK hosted the Hurricane Awareness Tour which featured two "Hurricane Hunter" planes, the Air Force Reserve WC-130J and NOAA WP-3D Orion aircraft. There was great community turnout and participation for the event which included forty exhibitors. Approximately 460 fourth grade students and their teachers toured the planes. The ARFF fire truck maintenance was completed at a cost of approximately \$17,000. Two nozzles were replaced. At St. Simons Island Airport obstructions continue to be mitigated with tree trimming as required by the FAA to keep flight paths clear. Wildlife Hazard Management training was held at the Macon Airport with Environmental Resource Solutions and attended by staff. Wildlife assessments and management techniques were covered along with Georgia regulations, permits and bird and mammal identification. This is a required hands-on pyrotechnic interactive training session. A Safety Meeting and Pilot Town Hall Meeting is planned for June 12, 2019 at St. Simons Island Airport. Users of the airspace will be invited to meet with the FAA, air traffic controllers and military groups. Following that

meeting, local pilots will be invited to attend a local pilot town hall lunch meeting. At BQK the cafe courtyard is being enhanced to provide shade for customers who want to eat outside. The AWOS project at BQK is complete. It is running perfectly. A new 7460 form was submitted to the FAA to request a new frequency. As both the new AWOS system and the back-up were attempting to transmit on the same frequency, which was causing interference, a new frequency has been added. Procedures are being created for transferring from one AWOS system to the other if one is non-operational.

**Terra Winslett, C.M., Airport Property and Marketing Manager**

Along with staff, Terra attended the FAA Southern Regional Airports Conference in Atlanta. The conference is held annually for FAA to host Airports in the Southern region. The conference allows the opportunity for Airport Staff to be informed of new FAA standards, as well as reminders for current FAA processes. She has created and updated current policies in coordination with the updates to the Airport Ordinance. Continuing to work with prospects and tenants regarding new and continuing subleases and land use agreements. Rental Car Concession Agreement drafts and exhibits are being completed and finalized in coordination with the Rental Car Concession Agreement Request for Interest project. Property and Marketing budgets have been completed in coordination with the Airport Commission budget process. Meetings continue with prospects, FAA representatives and vendors to coordinate the work regarding the railroad right-of-way FAA land acquisition release. As well as the continuation of St. Simons Island Airport hangar transfers and inspection projects.

**Shawna Williams, Finance and Administration Manager**

Recently her department added a new benefit for Airport Commission customers. Staff has started using a new software program that integrates with the Airport Commission financial system which will allow payments with credit cards and ACH transactions over the phone. Passenger Facility Charge Application #3 closure is complete with the FAA. Vendors were sent 1099 tax forms for 2018. A vendor W-9 update was completed. Staff completed the annual records archival. The independent fee estimate (IFE) analysis for upcoming design projects was completed. The Outlook contact database project which utilizes new software within Office 365 was completed. Inventory surplus research was completed. Some older and obsolete equipment will be sold as surplus through an auctioneer. Staff attended webinars and conducted further GASB 87 research to determine required accounting procedures and ways to implement new processes to accommodate the structure mandated by the new accounting standard.

The Executive Director explained that the order of the agenda items could be altered in order to table financial items pending for the arrival of Secretary-Treasurer Kevin Runner whose arrival was delayed for

**Executive Director Items**

**Georgia Aviation Hall of Fame Banquet** - The Executive Director and Chairman Hutson traveled to Peachtree Dekalb Airport in Atlanta to attend the Georgia Aviation Hall of Fame induction ceremony for Lance Toland, who is a major tenant of the Airport Commission. The annual event recognizes those who have made significant contributions to aviation in Georgia. Winn Baker attended also to accept an award on behalf of his father, Sam Baker, who was recognized for his work in originating the local Civil Air Patrol during World War II.

**Carl Vinson Institute Retreat** - Staff attended a Carl Vinson Institute Team Building Retreat in order to recognize processes that are being done well and enhance process improvement.

**Enplanement Report Brunswick Golden Isles Airport** – The April 2019 enplanement report shows improving numbers after the impact of the government shutdown.

**Airport Ordinance Update Committee** - A Committee has been formed to review and update the Airport Ordinance. Commissioner Culwell is the Chairman of the committee. The project is progressing. In addition to the Ordinance, certain policies related to the Ordinance are being reviewed. The Committee may have a report to present to the Airport Commission next month.

#### **Pilot Recognition**

- **Wesley Williams** – Added Instruments to his private helicopter certificate. Training was completed with Andrew Moffet at Middle Georgia State University – Eastman.
- **Andrew Mazrouei** – Earned the private pilot Airplane Single Engine Land. Training was completed with Andrew Zerges at Falcon Aviation Academy in Newnan, Georgia.
- **Dustin Mills** – Earned commercial pilot certificate Airplane Single Engine Land. Training was completed with Austin Berkey at Falcon Aviation Academy in Newnan, Georgia.

#### **Chairman's Items**

**Chamber of Commerce Fly-In - Washington D.C.** – Commissioner King attended the Chamber of Commerce Washington D.C. Fly-In May 1 – 3. He met with legislators: Congressman Carter, Senators Isakson and Perdue. Commissioner King expressed appreciation on behalf of the Airport Commission to them for assisting with the attainment of new TSA screening equipment which will accelerate inspection time on laborious items such as golf club bags. Other topics discussed were the Passenger Facility Charges, burdensome FAA regulations and additional items.

**Delta Strategy Meeting – Commissioner Furnish** – On May 9<sup>th</sup> Commissioner Furnish, Executive Director Rob Burr, Terra Winslett and Scott McQuade of the Convention & Visitors Bureau (CVB) traveled to Atlanta to meet with the Delta Management team. Krystal Vaughn is now in charge of domestic air planning. Considerable data was presented about the need to enhance capacity loads. A revenue management representative was in attendance and expressed that Delta is very pleased with the performance at the Brunswick Golden Isles Airport. Delta representatives were very open to discussions of enhancement coming in to BQK either initiating a potentially larger aircraft within the current schedule or increased flights whenever there are determined increased passenger needs. Delta representatives have been in contact with the CVB since and the dialog has been very positive. The partnership with Delta is strong.

**TSA Equipment Installation** – Vernon Bessing explained that inspectors have already been on site in the TSA area of Brunswick Golden Isles Airport to do a survey for the new baggage security Explosive Detection System (EDS) equipment that will be installed. Minor structural modifications will need to be completed in order to get the baggage handling system to fit the space. It is anticipated that the new equipment will be installed by June 15<sup>th</sup> in the TSA area.

**Real Estate, Terra Winslett, C.M., Airport Property and Marketing Manager**

**Redfern Hangar Condominium Unit #6 – St. Simons Island Airport** – Mr. Brooks Good requested to assign his Redfern Hangar Unit # 6 to Mr. Mark Morelli. The Glynn County Airport Commission provided the Executive Director the authorization to complete internal aeronautical association hangar unit transfers at the time of the sale. The authorization was limited to the aeronautical use and the hangar association is in good standing. This request does meet those qualifications and is thereby approved by the Executive Director. In compliance with the Executive Director’s authorization to approve this transfer, this is an informational item for the Airport Commission.

**Ernie Knight Sublease Amendment Request - St. Simons Island Airport** – Ernie Knight has recently completed a capital development project with an approximate \$272,900 investment in the facility located on the sublease parcel area of 17,243 square feet located at 125 Gary L. Moore Court. An Amendment to the Sublease with an extension of terms has been requested. It is the practice of the Glynn County Airport Commission to allow this extension based on the investment to the property. The requested lease terms will extend the current sublease term adding four (4) – five (5) year options ending August 31, 2042. The sublease rate will continue and will incorporate an annual CPI adjustment with the use to remain the same.

**Recommendation: Approve Ernie Knight Sublease Amendment for parcel located at 125 Gary L. Moore Court to extend the sublease with the above terms subject to legal review and recommend approval from the Brunswick and Glynn County Development Authority.**

**Commissioner DeLoach made a motion to approve the recommendation.  
Commissioner Furnish seconded the motion and it carried: 4-0.**

**Capital Improvement Update**

**Acceptance of FAA/GDOT funding allocations for Capital Improvement Projects for Brunswick Golden Isles Airport & St Simons Island Airport** - The State has sent the Glynn County Airport Commission tentative allocation letters for the Capital Improvement Program. The Brunswick Golden Isles Airport Projects are: Compass Calibration Pad (Design & DBE), Passenger Terminal Parking Lot Expansion & Signage Improvements (Environmental & Design), North MRO Apron Taxi lane. The St. Simons Island Airport Capital Improvement Project is the Air Traffic Control Tower (ATCT) Siting Study. For these projects, we anticipate federal funding to total approximately \$465,277 and GDOT funding to total approximately \$64,755 with local contributions to total approximately \$38,823 which are included the FY19-20 Glynn County Airport Commission budget.

**Recommendation: Authorize the Executive Director to accept forthcoming FAA/GDOT grants for the Brunswick Golden Isles and McKinnon St. Simons Island Airport Capital Development projects not to exceed the local budgeted allocations and recommend Glynn County approval. Additionally, authorize the Executive Director to execute the Indemnification to Glynn County for the projects.**

**Commissioner McKinnon made a motion to approve the recommendation.  
Commissioner Furnish seconded the motion and it carried unanimously: 4-0.**

Commissioner King commented that he attended the Coastal Georgia Honor Flight for the first time this year. It was very well attended; the terminal was packed with people. The Brunswick High band gave a high energy performance for the crowd. It was a great event. Also having the Hurricane Awareness Tour at Brunswick

Golden Isles Airport was tremendous. About 460 fourth grade students and their teachers toured the planes. The community turned out and participated. The crews from each of the planes were very appreciative of the Airport Commission hosting the event. They spoke very highly of the staff.

Executive Director Robert Burr invited Jerry Latvala of EAA to talk about the recent Young Eagles Flight at St. Simons Island Airport. The Young Eagles Rally was a make-up day for those who signed up on Aviation Career Day which was postponed due to weather. There were 49 Young Eagles who flew. There were plenty of pilots who volunteered. Another Young Eagles Rally will be scheduled for the fall. Later this morning a date will be set for the next Aviation Career Day. It was a huge success this year. Additionally, the local EAA chapter was asked by EAA national to host the World War II B-17 bomber on its' move toward Florida for wintertime maintenance. It will be here the same weekend as the RSM Golf Classic. The last time the B-17 was here was 2014 during the AOPA Fly-in. Media flights will be on Thursday November 21<sup>st</sup>, tours will be open to the public Friday, Saturday and Sunday afternoons. He recommended that pilots take advantage of the opportunity to fly the B-17.

Jim Waldron asked if there was information about the percentage of veterans from each of the war era: World War II, Korean War and the Vietnam War. The Honor Flight concept began with the World War II veterans to take them to Washington D.C. to tour the World War II Memorial. The majority of veterans on this flight served during the Vietnam War. The Vietnam veterans did not get a welcome home when they returned from the war, so what we do here is significant. The crowd cheers and claps for the veterans as they come into the terminal. It is a very moving experience. The Honor Flight committee is recruiting veterans and guardians for next year's flight.

Commissioner Runner joined the meeting at 9:34 a.m.

**Third Quarter Financial Report Fiscal Year 2018/2019 - Shawna Williams, Airport Finance and Administration Manager** – Shawna Williams presented the third quarter financial report. Year-to-date earnings are at 102% of projections for the time period. Variable agreements such as the car rental concessions are reason for the higher earnings. Expenses are at 94.5% of the amount the was projected for the period. Fixed leases revenue is right on target. PFC collections and LEO reimbursement are both on target for the time period. Miscellaneous, Advertising and Parking is a little below what was projected, but some of those items are seasonal and will catch up. In the expense budget, the personnel and LEO budgets are right on target for what was projected for the time period. Administrative expenses are below what was anticipated. Maintenance and Safety Ops are below budget. Utilities is a higher than expected. The electric bills have been higher than anticipated. That item has been addressed for the next years' budget.

**Glynn County Airport Commission Proposed Budget Fiscal Year 2019/2020, Shawna Williams, Finance and Administration Manager**

The Glynn County Airport Commission Staff has developed a conservative budget for the fiscal year 2019/2020. The Commission has been fortunate that revenues have continued to steadily increase over previous years due to new subleases for formerly vacant properties and scheduled rate adjustments. These increases in revenue enable funding of the capital improvement program and moves the Commission further toward meeting infrastructure and fiscal goals. Staff has developed a balanced budget for Fiscal Year 2019/2020 with proposed operating revenues of \$3,684,530 and proposed operating expenses of \$3,215,903. The capital program encompasses \$2.54 million in spending, of which is \$277,652 is locally funded. The Secretary/Treasurer of the

Airport Commission reviewed the proposed budget on April 30, 2019 and recommends that the Airport Commission approve the budget.

Commissioner Runner commented that the budget was very well done and was thoroughly presented.

**Recommendation: Approve the Glynn County Airport Commission Budget Fiscal Year 2019/2020 and recommend approval to the Development Authority.**

**Commissioner Runner made the motion to approve the Glynn County Airport Commission Budget for Fiscal Year 2019/2020 and recommend approval to the Brunswick Glynn County Development Authority. Commissioner DeLoach seconded the motion and it carried unanimously: 5-0.**

**Signature Authorizations** - The Airport Ordinance in section 2-8-14 states that the Commission shall fix the threshold amount annually by resolution. Staff recommends that the current threshold specified in policy for financial instruments remain the same at \$2,500 and above. Financial instruments above this amount require two signatures from the following officers: Chairman, Vice Chairman, Secretary-Treasurer, and the Assistant Secretary-Treasurer (Executive Director).

**Recommendation: Reconfirm authorization threshold of \$2,500 to sign financial instruments of \$2,500 or more.**

**Commissioner McKinnon made a motion to approve the recommendation. Commissioner Furnish seconded the motion and it carried unanimously: 5-0.**

#### **Upcoming Events**

**FAA Safety Meeting & Pilot Town Hall Meeting – St. Simons Island Airport June 12, 2019**  
**Airport Commission Meeting – June 18, 2019 at 9:00 a.m. - Brunswick Golden Isles Airport**  
**Georgia Airport Association Annual Conference September 25 – 27, 2019 - Jekyll Island Convention Center**

#### **Executive Session**

Counsel Hillary Stringfellow stated that one item slated for closed session discussion was a potential litigation issue.

*“Closed session to discuss legal items as allowed under O.C.G.A. §50-14-2 and real estate items as allowed under O.C.G.A. § 50-14-3 (b)(1)(B).”*

**Commissioner McKinnon made a motion to enter into Executive Session at 9:46 a.m. Commissioner DeLoach seconded the motion and it carried unanimously: 5-0.**

**Commissioner McKinnon made a motion to resume open session. Commissioner Furnish seconded the motion and it carried unanimously: 5-0.**

**Open Session resumed at 10:14 a.m.**

#### **Adjournment**

**Commissioner Furnish made a motion to adjourn the meeting.  
Commissioner DeLoach seconded the motion and it carried unanimously: 5-0.**

**The meeting was adjourned at 10:14 a.m.**

  
A handwritten signature in black ink, appearing to read 'Cedric King', is written over a horizontal line.

Acting Chairman Cedric King

  
A handwritten signature in blue ink, appearing to read 'Katherine Kissling', is written over a horizontal line.

Attest, Katherine Kissling



**AFFIDAVIT – CLOSED MEETING**

**AFFIDAVIT AS REQUIRED UNDER O.C.G.A. §50-14-4(b) (1)**

**GLYNN COUNTY, GEORGIA**

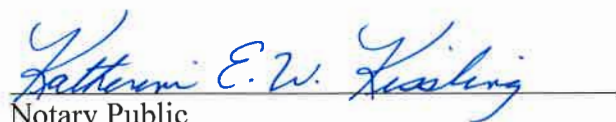
Personally appeared before me the undersigned attesting officer, duly authorized to administer oaths, **Cedric King** who, after being duly sworn, deposes and, on oath, states the following:

- (1) I was the acting Chairman of a meeting of the Glynn County Airport Commission meeting held on the 21st day of May 2019.
- (2) The subject matters of the closed portion of the meeting, which was closed for purpose of the discussion of Real Estate matters as allowed under O.C.G.A §50-14-3(b)(1)(B), and Legal matters as allowed under O.C.G.A. §50-14-2 and was devoted to matters within these exceptions as provided by law.
- (3) This affidavit is being executed for the purpose of complying with the mandate of O.C.G.A. §50-14-4(b) (1) that such an affidavit be executed.

This 21<sup>st</sup> day of May, 2019.

Sworn to and subscribed before me  
this 21<sup>st</sup> day of May, 2019.

  
Cedric King, Acting Chairman

  
Notary Public  
My Commission Expires: June 22, 2021

NOTARIAL SEAL

